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Special Assistant to the Deputy
Director for Support

7 May 1965

Acting Registrar/OIR

Automatic Data Processing Plans and Programs: Office of Training

Attached are completed forms requested in your referenced memorandum. These forms pertain to the Agency Training Record, which is the only computer application administered and maintained by the Office of Training. As far as can be ascertained no new applications are anticipated for the fiscal years 1965 through 1970.



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Attachments: a/s

RS:TR/[redacted]:vh/7 May '65

Distribution:

- O & 1 - Addressee
- 1 - AIB/TR
- 1 - RS/AR chrono

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**INVENTORY OF ADP RESOURCES
AND REQUIREMENTS**

PROJECT IDENTIFICATION

REPORTING OFFICE AND DIVISION:

Registrar Staff

Office of Training

1. THE FOLLOWING ADP APPLICATION IS PLANNED _____ IS BEING DEVELOPED _____ IS NOW OPERATING **X**.
2. DESCRIPTIVE TITLE OF PROJECT: **The AGENCY TRAINING RECORD, for which the Registrar/OTR is responsible, is the official, cumulative file of data on the individual employee's internal and external training taken under Agency sponsorship.**
3. PROJECT SCOPE, OBJECTIVE, OR PURPOSE: **The Agency Training Record is produced semi-annually in three formats. It is used by the Registrar/OTR to determine eligibility for enrollment in OTR's courses, to prepare course rosters for OTR's instructors, and to compile statistical reports on OTR's instructional activities. It is also used by the Chief, Qualifications Analysis Branch/OP and by the Heads of Career Services; the latter, to identify and satisfy their training needs and to plan for the professional development of their employees.**
4. TYPE OF ADP APPLICATION: **Management Support and Information Retrieval**.
(i.e. Mathematical/Scientific, Management Support, Information Retrieval, Special Project Supporting Intelligence, Other - specify.)
5. PROJECT STATUS:

- A. MANAGEMENT INTEREST ESTABLISHED
- B. FEASIBILITY STUDY UNDERWAY
- C. FEASIBILITY STUDY COMPLETED
- D. SYSTEMS DESIGNING UNDERWAY
- E. CONVERSION OF DATA UNDERWAY
- F. PROGRAMMING UNDERWAY
- G. PARTIALLY OPERATIONAL
- H. OPERATIONAL
- I. REPROGRAMMING PLANNED
- J. RE-DESIGN PLANNED

FY 1965	1966	1967	1968	1969	1970
X				X	X
	X	X			
			X		

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INVENTORY OF ADP RESOURCES
AND REQUIREMENTS

0902R000400100035-1
REF ID: A66871

REF ID: A66087
INDEXING OFFICE:

Registrar Staff

Office of Training

-- EQUIPMENT --

1. WHAT ADP EQUIPMENT DOES YOUR COMPONENT LEASE AT PRESENT
AND WHAT EQUIPMENT DO YOU ESTIMATE YOU WILL NEED TO LEASE IN THE FUTURE?

[illegible]

2. WHAT PURCHASED ADP EQUIPMENT IS USED IN YOUR COMPONENT AT PRESENT AND WHAT ADP EQUIPMENT PURCHASES DO YOU ESTIMATE WILL BE NEEDED?

[illegible]

3. WHAT ADP EQUIPMENT BUDGETED FOR BY ANOTHER OFFICE IS USED BY YOUR OFFICE AT PRESENT AND WHAT DO YOU PLAN TO USE IN THE FUTURE? (If this information is not readily available, simply indicate that it isn't and arrangements will be made to get the information from the Office concerned.)

Types of ADP Equipment	Budgeting Offices	Hours Used per Month	Number of Hours needed for Fiscal Year					
			1965	1966	1967	1968	1969	1970
RCA 501 - 301	OCS	NA	c. 80	c. 80	?	?	?	

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27 April 1965

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Automatic Data Processing Plans and Programs

REFERENCE : DD/S Administrative Instruction 65-4, dtd
6 April 1965, same subject

1. As a first step in satisfying the requirements specified in Bureau of the Budget Circular A-71 and Action Memorandum A-444 as quoted in reference, the Automatic Data Processing Committee has been requested to address itself to the following topics:

- a. Inventory of ADP resources.
- b. Ongoing programs.
- c. Projection of requirements (5 years, FY 66 through 70).

2. Of immediate interest to the Automatic Data Processing Committee is the inventory of the on-going programs, each of which must be completely described including a statement of their individual scope and objectives. For each such program (project, application) an inventory of our present ADP resources in terms of people, equipment, and costs is also needed. For these purposes, the information required will have to be in greater detail than that presented to the Assistant Director for Computer Services in February 1965 for inclusion in his annual report to the Bureau of the Budget. In considering personnel, it will be necessary to specify whether they are key punch operators, flexowriter operators, computer programmers; whether they are contract or staff employees; and whether they are full or part time.

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We will need to include an inventory of equipment including computers, input preparation devices, output production devices; whether they have been purchased and if so at what cost; or whether they are rented and if so the amount of the rental fee.

3. The ADP Committee is also charged with developing a forecast of ADP requirements covering the five year period of FY 1966 - 70. This must include the five-year projection for the ongoing programs as well as plans for new applications. You will recall developing a two-year projection about a year ago for use by the Assistant Director for Computer Services. Probably these can simply be updated and new plans added. Some of the applications proposed last year may be enveloped by studies being conducted by the Support Information Requirements Group but for the present all projected applications should be identified separately and accompanied by an estimate of the manpower you may be prepared to devote to each and the cost thereof.

4. Sample formats for your use in compiling this information are attached. A separate project identification form should be prepared for each project. Equipment and Personnel forms should represent office summaries.

5. I will need your responses by 7 May in order to be prepared to submit the composite Support response to the ADP Committee at the next meeting.

6. I am available to amplify these requirements and to discuss any questions you may want to raise.



Special Assistant to the
Deputy Director for Support

Attachments:

As stated.

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27 April 1965

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